

16 June 1980

MEMORANDUM FOR: All CRD Personnel

FROM:

SUBJECT: Control of DARE System Procedures

1. With the increase in the number of persons keying information into our data base and CRD's assumption of some technical functions from ITB, it becomes necessary for proper control that paper flow and some requests be channeled through the person responsible for much of this coordination.  our Information Control Assistant, has this responsibility.

2. All requests for printouts from the DARE system, whether for internal CRD use or for an outside requester, are to be given to   In most cases she has the ability to run the printout without reference to ITB -- and should do so in order to reduce our demands on ITB time. She is also charged with logging certain requests.

3. Also, all forms 4023A that are ready for keying are to be given to  who, on my instructions, will keep them in the vault in stacks according to their phase of processing. Except for the amount of work one expects to do during an evening or weekend of overtime, no forms or boxes of documents are to be kept aside in individual's safes.

